

# **MINUTES**

## **Process Standardization Working Group Meeting**

**July 15, 2004 -- 09:00 a.m. to 4:00 p.m.**

Arizona Public Service (APS) Corporate Headquarters

400 N. 5<sup>th</sup> St., (5<sup>th</sup> Street, just north of Van Buren) Conf Room CHQ5A Phoenix, AZ

<b>Topic</b>	<b>Lead</b>	<b>Anticipated Outcome</b>
1 Welcome, Introductions, Sign-In, and Approval of Minutes	Evelyn Dryer	<p>Mrs. Dryer welcomed participants to the full group session of the Process Standardization Working Group meeting. A sign-in sheet was circulated and participants introduced themselves.</p> <p>The minutes from the May 13, 2004 meeting were approved with no corrections.</p>
2 Discussion of the non- interval estimation standards	Evelyn Dryer	<p>Mrs. Dryer distributed a matrix spreadsheet on 1) Estimation Situations and Customer Notifications (Version 4R) and 2) Estimation Procedures (Version 4R). The matrix has been split into two reports for easier reference.</p> <p>Participants provided feedback and additional comments on each matrix. Please see Version 5 for all edits and modifications.</p> <p>There were additional comments and edits to the preliminary document called PSWG Estimation Report to ACC (Version 4). (This document has been renamed from "Procedures for Estimation on Non-Internal Meters.")</p> <p>Mrs. Dryer will contact Co-ops for participant comments.</p>
3 Update from all participants and Staff	Evelyn Dryer	<p>Erinn Andreasen said the EDI 867, MSP/MRSP performance monitoring metering handbook have been approved by the Utility Director and will be posted on the website in the future.</p>
4 New Items	Evelyn Dryer	<p>Participants did not have any new items.</p>
5 Meeting Evaluation	Evelyn Dryer	<p>The group accomplished what they had intended to at this meeting.</p>
6 Set Next Agenda and future meeting locations	Evelyn Dryer	<p>The next meeting will be held on August 26th, 2004 at 9 am at APS. Participants will be having further discussion on non-interval estimation – reviewing Version 5 with updates and continue with the PSWG Estimation Report to ACC.</p>
7 Adjourn Meeting	Evelyn Dryer	<p>The meeting was adjourned.</p>

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